



## LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA, 98229

(360) 734-9224  
Fax 738-8250

# MEMORANDUM

Date: September 3, 2020  
From: Lake Whatcom Water & Sewer District  
RE: Meeting Procedures During the Covid-19 Emergency

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Lake Whatcom Water & Sewer District continues to operate under adjusted procedures in order to provide continuous service to our customers. That said, we are taking precautions in an effort to protect the health and safety of our staff, commissioners, and customers. Our lobby is currently closed to the public, and we are practicing social distancing guidelines as suggested by Governor Inslee and the CDC.

For the foreseeable future, Commissioners will be attending regular meetings by phone. Per Governor Inslee's [Proclamation No. 20-28.3](#) amending his Stay Home, Stay Health proclamation, the District will provide access to interested public via phone/internet utilizing the GoToMeeting platform.

If you would like to attend the September 9 regular meeting, details can be found below. In this evolving climate, we are committed to doing everything possible to provide opportunity for public comment as well as promote health and safety. As such, the District requests that if possible, public submit comments in written form by noon the day before a scheduled meeting for inclusion in the meeting discussion.

We appreciate your understanding and patience during these uncertain times. If you have any questions, please contact Administrative Assistant Rachael Hope at [rachael.hope@lwwsd.org](mailto:rachael.hope@lwwsd.org) or 360-734-9224.

### **9.9.2020 Regular Board Meeting**

Wed, Sep 9, 2020 6:30 PM - 8:30 PM (PDT)

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LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA 98229

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

**AGENDA**

*September 9, 2020*


6:30 p.m. – Regular Session

1. CALL TO ORDER
2. ROLL CALL
3. CONFIRMATION OF COMPLIANCE WITH REMOTE MEETING ATTENDANCE PROTOCOLS
4. PUBLIC COMMENT OPPORTUNITY  
At this time, members of the public may address the Board of Commissioners. Please state your name prior to making comments.
5. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
6. CONSENT AGENDA
7. SPECIFIC ITEMS OF BUSINESS
  - A. On-site Sewage System Impact Assessment Findings Presentation
  - B. Sanitary Sewer Inflow and Infiltration Repair Unit Price Public Works Contract Award
  - C. Proposed Whatcom Water Alliance Program Letter of Support
8. OTHER BUSINESS
9. STAFF REPORTS
  - A. General Manager
10. PUBLIC COMMENT OPPORTUNITY
11. ADJOURNMENT



**AGENDA  
BILL  
Item 6**

**Consent Agenda**

|                            |  |   |   |
|----------------------------|--|---|---|
| DATE SUBMITTED:            | August 25, 2020  | MEETING DATE:   | August 26, 2020                                     |
| TO: BOARD OF COMMISSIONERS | FROM: Rachael Hope   |   |   |
| GENERAL MANAGER APPROVAL   |  |   |   |
| ATTACHED DOCUMENTS         | 1. See below   |   |   |
| TYPE OF ACTION REQUESTED   | RESOLUTION<br><input type="checkbox"/>   | FORMAL ACTION/<br>MOTION<br><input checked="" type="checkbox"/> | INFORMATIONAL<br>/OTHER<br><input type="checkbox"/> |

**\*\*TO BE UPDATED 9.9.2020\*\***

**BACKGROUND / EXPLANATION OF IMPACT**

- Minutes for the 8/26/20 Regular Board Meeting (to be added)
- Payroll for Pay Period #18 (08/22/2020 through 09/04/2020) total to be added
- Payroll Benefits for Pay Period #18 total to be added
- Accounts Payable Vouchers total to be added

**FISCAL IMPACT**

Fiscal impact is as indicated in the payroll/benefits/accounts payable quantities defined above. All costs are within the Board-approved 2020 Budget.

**RECOMMENDED BOARD ACTION**

Staff recommends the Board approve the Consent Agenda.

**PROPOSED MOTION**


A recommended motion is:

“I move to approve the Consent Agenda as presented.”



**AGENDA  
BILL  
Item 7.A**

**On-site Sewage System  
Impact Assessment Findings  
Presentation**

|                            |  |  |  |
|----------------------------|--|--|--|
| DATE SUBMITTED:            | September 1, 2020  | MEETING DATE:  | September 9, 2020  |
| TO: BOARD OF COMMISSIONERS | FROM: Justin Clary, General Manager  |  |  |
| GENERAL MANAGER APPROVAL   |  |  |  |
| ATTACHED DOCUMENTS         | 1. none  |  |  |
| TYPE OF ACTION REQUESTED   | RESOLUTION<br><input type="checkbox"/>   | FORMAL ACTION/<br>MOTION<br><input type="checkbox"/> | INFORMATIONAL<br>/OTHER<br><input checked="" type="checkbox"/> |

**BACKGROUND / EXPLANATION OF IMPACT**

Together with the city of Bellingham (City) and Whatcom County (County), the District formed a partnership in 1990 to develop a joint management strategy for the Lake Whatcom watershed. The resulting Lake Whatcom Management Program guides actions by the three entities to protect the quality of Lake Whatcom water. The prior 2015-2019 and current 2020-2024 work plans for the Lake Whatcom Management Program include as an objective under the Monitoring & Data program area “collect and manage data to increase our understanding of water quality and pollution sources, and to guide management decisions.”

In the winter/spring of 2017, Herrera Environmental Consultants, Inc. (Herrera) under contract with the District, conducted a series of monitoring events along the north shore of Lake Whatcom to assess the impact of existing on-site sewage systems (commonly referred to as septic systems) on the water quality of the lake. The findings of the assessment, which were published in a report in July 2017, indicate that on-site sewage systems are likely adversely impacting water quality. However, City and County staff raised a number of concerns regarding the monitoring approach of the assessment. To address the data gaps of the 2017 assessment identified by City and County staff, and to collect additional data to better understand the impact of on-site sewage systems, a scope of work for a second round of monitoring was jointly developed by City, County, and District staff, and an interlocal agreement between the District and County was executed on November 20, 2019 to allocate funding requirements of the assessment.

Following a public bid process, Herrera was selected and entered into a contract with the District for conducting a second round of monitoring in 2020, with the scope expanded to address City/County comments on the 2017 study. Herrera completed the monitoring effort this past winter/spring and is currently finalizing the findings report. Herrera staff will provide a presentation to the Board on the results and conclusions of the 2020

monitoring effort. Herrera is also scheduled to provide the presentation during the September 23<sup>rd</sup> meeting of the Lake Whatcom Management Program Policy Group.

**FISCAL IMPACT**

None.

**RECOMMENDED BOARD ACTION**

No action is recommended.


**PROPOSED MOTION**

Not applicable.



**AGENDA  
BILL  
Item 7.B**

**2020-21 Sanitary Sewer Misc.  
Inflow and Infiltration Repair  
Project On-Call Contract Award**

|                            |   |   |   |
|----------------------------|---|---|---|
| DATE SUBMITTED:            | September 2, 2020   | MEETING DATE:   | September 9, 2020                                   |
| TO: BOARD OF COMMISSIONERS | FROM: Bill Hunter, District Engineer / Assistant General Manager                  |   |   |
| GENERAL MANAGER APPROVAL   |  |   |   |
| ATTACHED DOCUMENTS         | 1. Bid Tabulation   |   |   |
| TYPE OF ACTION REQUESTED   | RESOLUTION<br><input type="checkbox"/>  | FORMAL ACTION/<br>MOTION<br><input checked="" type="checkbox"/> | INFORMATIONAL<br>/OTHER<br><input type="checkbox"/> |

**BACKGROUND / EXPLANATION OF IMPACT**

The District's current 2020 10-year capital improvement plan (CIP) includes an annual project titled Sewer System Rehabilitation and Replacement Projects. The objective of the recurring effort is to find and repair inflow and infiltration (I&I) sources, repair or replace sewer manholes, laterals, and mains, and increase capacity where needed.

Over the next ten years the District plans to spend \$3,720,000 on sewer system rehabilitation and replacement projects:

|               |   |
|---------------|---|
| 2020          | \$60,000 (approx. \$37k remaining for work in 2020) |
| 2021          | \$165,000   |
| 2022          | \$165,000   |
| 2023          | \$165,000   |
| 2024          | \$165,000   |
| 2025          | \$600,000   |
| 2026          | \$600,000   |
| 2027          | \$600,000   |
| 2028          | \$600,000   |
| <u>2029</u>   | <u>\$600,000</u>                                    |
| 10-year Total | \$3,720,000   |

The annual project scope and focus varies based on the type of high priority items discovered during the previous wet season. Types of work include: sewer main slip lining (spot repairs and full lengths), pressure grouting service tees, pressure grouting manhole leaks/voids, rebuild/seal manholes, smoke testing, and other efforts to reduce I&I.

To efficiently execute an undefined quantity and undefined frequency of work, the District is utilizing a new contracting tool authorized by the State Legislature for use by water-

sewer districts and other local governments called a “Unit Price Contract” or “On-Call Contract.” This is the first of this type of contract utilized by the District.

From the Municipal Research and Services Center (MRSC) website:

*Effective July 28, 2019, ESSB 5418 authorizes counties with a purchasing department, transit districts, and water-sewer districts to use unit priced contracting (also known as “on-call” contracts) and makes changes to the prevailing wage requirements for public utility district (PUD) unit priced contracts.*

*A unit priced public works contract, sometimes called an “on call” public works contract, is when a local government contracts for an unknown number of small public works projects over a fixed period of time (“indefinite quantity, indefinite frequency”).*

*Each agency that is authorized to use unit priced contracts has a separate enabling statute (see below). However, the different statutes all provide the same definition of a unit priced contract:*

*“[A] competitively bid contract in which public works are anticipated on a recurring basis to meet the business or operational needs of the [agency type], under which the contractor agrees to a fixed period indefinite quantity delivery of work, at a defined unit price for each category of work.”*

*While traditional public works contracts are awarded for specific projects/scopes with a specific total dollar value, unit priced contracts are not associated with a particular project, do not guarantee any amount of work, and do not establish a total dollar value (although the contract may cap the dollar value at a certain level over the life of the contract). Instead, the agency agrees to pay a defined “unit price” for certain types of anticipated (but unplanned) work or trades over a certain time period.*

*When a specific project is identified, individual work orders are authorized based upon either a “not-to-exceed” time and materials basis or a negotiated lump sum amount using the previously established unit prices.*

*Unit priced contracts allow public agencies to contract for multiple or recurring small public works projects over time without having to bid each project separately. This saves the agency time and money, especially for unanticipated projects that may arise at the last minute.*

To gain flexibility and responsiveness in repairing I&I issues more quickly and without having to group, bid, and award separate I&I repair contracts, the District identified the I&I repair program as a good candidate for utilizing this newly available contracting mechanism. The District estimated the “on-call” work to be less than \$350,000 and utilized the small works roster process. The project was advertised in accordance to the District’s small works roster policies by emailing a notice to all contractors on the MRSC Small Works Roster listed in categories for this type of work.

The intent is to contract with an experienced, qualified contractor over a 12-month period to provide the “on-call” professional repair, rehabilitation and replacement services for portions of the District’s sanitary sewer system and related infrastructure as part of the project. The contract will be in effect for 12-months from the date of contract execution with the District’s option to extend the contract for an additional one-year period (as allowed by statute).

Bids were due August 26, 2020 and one bid was received.

Staff is verifying mandatory and supplemental bidder responsibility criteria and will make a verbal recommendation at the Board meeting.

### **FISCAL IMPACT**

The District has approximately \$37,000 remaining in 2020 allocated for sewer rehabilitation and repair work, and another \$165,000 planned for 2021 (subject to board approval of the 2021 Budget).

NOTE—This contract is a unit price contract. The total amount listed on the Bid Tabulation is only used to determine the low bidder for contract award. It is NOT the amount of work that will be ordered by the District, nor is the District obligated in any way to order a minimum amount of work once the contract is executed.

Work will be defined and authorized by Work Order using the unit prices on the Bid Tabulation. Staff will bring forward work orders that align with actual budgetary allocations for authorization by the Board as required by policies established in the administrative code.

### **RECOMMENDED BOARD ACTION**

Staff recommends that the Board award the unit price 2020-21 Sanitary Sewer Misc. I&I Repair Project 12-month “On Call” Contract (District Project #C2003-II) to the lowest responsible bidder. A verbal recommendation for the lowest responsible bidder will be made at the Board meeting.

### **PROPOSED MOTION**

Recommended motion is:

“I move to award the unit price 2020-21 Sanitary Sewer Misc. I&I Repair Project 12-month “On Call” Contract to Olson Brothers Pro-Vac LLC and authorize the general manager to execute the contract by which work will be defined and authorized by individual work orders executed in compliance with the District’s administrative code.”



LAKE WHATCOM WATER & SEWER DISTRICT  
1220 LAKEWAY DRIVE  
BELLINGHAM, WA 982298  
(360) 734-9224



# BID TABULATION

| PROJECT NAME   | PROJECT # | BID OPENING DATE & TIME | LOCATION   |
|--|-----------|-------------------------|--|
| Unit Price Contract<br>2020-21 Misc I&I<br>Sewer Repairs | C2003-II  | 8/26/2020 2:10 PM       | LAKE WHATCOM WATER & SEWER DISTRICT BOARD<br>ROOM - BROADCAST VIA GOTOMEETING (COVID-19) |

| NAME OF FIRM | Olson Brothers Pro-Vac |
|--------------|------------------------|
|--------------|------------------------|

| Item  | Description  | Quantity | Unit | Unit Price   | Amount        |
|---|--|----------|------|--------------|---------------|
| <b>BASE BID</b>   |  |          |      |              |               |
| 1   | Mobilization and Demobilization  | 6        | EA   | \$ 3,000.00  | \$ 18,000.00  |
| 2   | Campground CIPP Main Repair (MH to MH)<br>- 8" Pipe Diameter   | 1        | LS   | \$ 23,450.00 | \$ 23,450.00  |
| 3   | Traffic Control – 1 Person Crew  | 40       | HR   | \$ 95.00     | \$ 3,800.00   |
| 4   | Traffic Control – 2 Person Crew  | 40       | HR   | \$ 205.00    | \$ 8,200.00   |
| 5   | CIPP Sectional Liner, 6"-8" Pipe Diameter x<br>3 ft.   | 20       | EA   | \$ 2,500.00  | \$ 50,000.00  |
| 6   | CIPP Sectional Liner, 6" - 8" Pipe Diameter<br>x 4 ft.   | 20       | EA   | \$ 2,500.00  | \$ 50,000.00  |
| 7   | Trim Protruding Lateral  | 20       | EA   | \$ 1,001.00  | \$ 20,020.00  |
| 8   | Lateral Reconnection & Grouting  | 15       | EA   | \$ 1,500.00  | \$ 22,500.00  |
| 9   | Top Hat Liner  | 15       | EA   | \$ 2,700.00  | \$ 40,500.00  |
| 10  | Testing of 6"-8" Pipe Diameter Sewer<br>Mainline Pipe Joint  | 50       | EA   | \$ 95.00     | \$ 4,750.00   |
| 11  | Testing of 10"-12" Pipe Diameter Sewer<br>Mainline Pipe Joint  | 50       | EA   | \$ 95.00     | \$ 4,750.00   |
| 12  | Chemical Grouting 6"-8" Pipe Diameter<br>Sewer Mainline Pipe Joint & Defect                              | 30       | EA   | \$ 105.00    | \$ 3,150.00   |
| 13  | Chemical Grouting 10"-12" Pipe Diameter<br>Sewer Mainline Pipe Joint & Defect                            | 30       | EA   | \$ 105.00    | \$ 3,150.00   |
| 14  | Chemical Grouting Other Locations  | 15       | EA   | \$ 1,500.00  | \$ 22,500.00  |
| 15  | Chemical Grout (Material)  | 500      | GAL  | \$ 22.00     | \$ 11,000.00  |
| 16  | Sewage Bypass Pumping – 8" Pipe<br>Diameter  | 8        | EA   | \$ 1,000.00  | \$ 8,000.00   |
| 17  | Sewage Bypass Pumping – 10" Pipe<br>Diameter   | 8        | EA   | \$ 1,500.00  | \$ 12,000.00  |
| 18  | Smoke Testing (Mainline Sewer, Manhole<br>to Manhole)  | 30       | EA   | \$ 375.00    | \$ 11,250.00  |
| 19  | Condition Assessment - Video Inspection of<br>Mainline Sewer (6" to 12" Pipe Diameter)<br>per Addendum 2 | 42,000   | LF   | \$ 2.30      | \$ 96,600.00  |
| 20  | Condition Assessment - Clean Mainline<br>Sewer (6" to 12" Pipe Diameter) per<br>Addendum 2               | 15,000   | LF   | \$ 3.12      | \$ 46,800.00  |
| <b>Sub Total Base Bid (does not include Washington State Sales Tax)</b> |  |          |      |              | \$ 460,420.00 |

BID GUARANTEE FOR PROJECTS OVER \$35,000? (YES OR NO)

YES - Bid Bond


ADDENDUM ACKNOWLEDGED? (YES OR NO)

Yes (1 - 3)



**AGENDA  
BILL  
Item 7.C**

**Proposed Whatcom Water  
Alliance Program Support**

|                            |  |   |   |
|----------------------------|--|---|---|
| DATE SUBMITTED:            | September 1, 2020  | MEETING DATE:   | September 9, 2020                                   |
| TO: BOARD OF COMMISSIONERS | FROM: Justin Clary, General Manager  |   |   |
| GENERAL MANAGER APPROVAL   |  |   |   |
| ATTACHED DOCUMENTS         | 1. Proposed Whatcom Water Alliance Program   |   |   |
|                            | 2. Draft Letter of Support   |   |   |
| TYPE OF ACTION REQUESTED   | RESOLUTION<br><input type="checkbox"/>   | FORMAL ACTION/<br>MOTION<br><input checked="" type="checkbox"/> | INFORMATIONAL<br>/OTHER<br><input type="checkbox"/> |

**BACKGROUND / EXPLANATION OF IMPACT**

Growing communities, agriculture, industry, and the importance of conserving water for fish have placed an increasing demand on Washington's water resources. To help meet these growing needs, the Washington State Legislature passed the Municipal Water Law in 2003, which includes requirements for municipal water suppliers to adopt water supply efficiency measures. Subsequently, in 2007 the Water Use Efficiency rule became effective, requiring municipal water suppliers to develop and implement water conservation measures in their water system comprehensive plans. The District's Water Use Efficiency Plan was last updated in 2015, and is adopted as an appendix to its 2018 Water System Comprehensive Plan.

Recognizing that greater success can be achieved through common messaging and economies of scale, coupled with the significant focus on water use and rights in Water Resource Inventory Area (WRIA) No. 1, Whatcom County reconvened the Whatcom Water Alliance (WWA) in 2019 and hired the Whatcom Conservation District to facilitate development of an enhanced countywide water conservation program. The WWA is partnership of Water County water utilities that collaborate and coordinate on water conservation, supply, and delivery activities with the goal of increasing the efficiency and effectiveness of each partner's water conservation program. Through multiple meetings and discussion, the WWA has developed a multi-year program that focusses efforts on priorities communicated by the member organizations. Attached are an overview of the water conservation program areas, and a schedule budget for the first three years of the program. As can be seen from the proposed budget, Whatcom County would be responsible for funding the majority of the program costs. The WWA is requesting its

member organizations to submit letters of support for the program to Whatcom County to secure funding for the 2021-22 biennium in the Whatcom County budget.

**FISCAL IMPACT**

As the program is currently proposed, there would be no fiscal impact to the District in 2020-21. In 2022, the District would contribute to the program at a rate of \$0.30/connection (approximately \$ 1,200) and in 2022 the contribution would be \$0.40/connection (approximately \$1,600).

**RECOMMENDED BOARD ACTION**

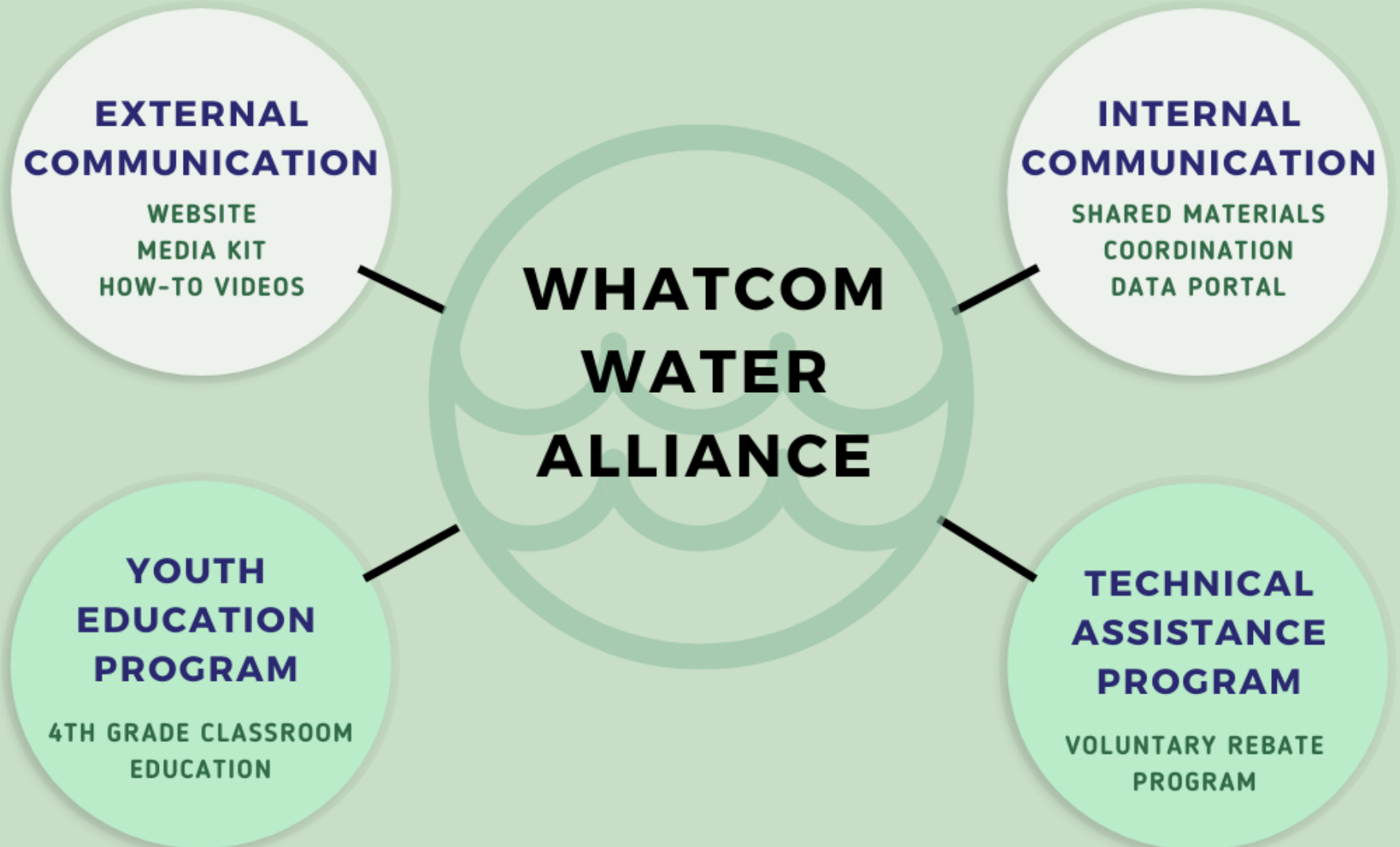
Staff recommends that the Board submit a letter to Whatcom County supporting the implementation of the water conservation enhanced program.

**PROPOSED MOTION**

Recommended motions are:

“I move to authorize the general manager to submit a letter of support for implementation of the Whatcom Water Alliance water conservation program to Whatcom County.”

# ENHANCED WHATCOM WATER ALLIANCE PROPOSAL





## Enhanced Whatcom Water Alliance Program Timeline

| PROGRAM<br>ELEMENTS    | 2021 → 2022 → 2023 |               |               |
|------------------------|--------------------|---------------|---------------|
| WEBSITE                | DEVELOP/LAUNCH     | MAINTAIN      | MAINTAIN      |
| DATA PORTAL            | DEVELOP/LAUNCH     | MAINTAIN      | MAINTAIN      |
| MEMBER<br>FACILITATION | MAINTAIN           | MAINTAIN      | MAINTAIN      |
| OUTREACH<br>STRATEGY   | DEVELOP/LAUNCH     | IMPROVE/ADAPT | MAINTAIN      |
| REBATE PROGRAM         | DEVELOP            | LAUNCH        | IMPROVE/ADAPT |
| YOUTH<br>ENRICHMENT    | RESEARCH           | DEVELOP       | LAUNCH        |



# Enhanced Whatcom Water Alliance Program Budget

| PROGRAM ELEMENTS    | 2021        | → 2022                     | → 2023                     |
|---------------------|-------------|----------------------------|----------------------------|
| WEBSITE             | \$10,050    | \$6,050                    | \$3,050                    |
| DATA PORTAL         | \$5,000     | \$3,000                    | \$2,000                    |
| MEMBER FACILITATION | \$3,750     | \$3,750                    | \$3,750                    |
| OUTREACH STRATEGY   | \$20,450    | \$22,000                   | \$20,000                   |
| REBATE PROGRAM      | \$3,000     | \$15,000                   | \$16,500                   |
| YOUTH ENRICHMENT    | -           | \$3,000                    | \$11,900                   |
| TOTAL W/ OVERHEAD   | \$50,000    | \$60,550                   | \$65,425                   |
| FUNDING SOURCE      | WHATCOM CO. | WC+WWA<br>\$.30/CONNECTION | WC+WWA<br>\$.40/CONNECTION |



1220 Lakeway Drive  
Bellingham, WA 98229  
(360) 734-9224

September 9, 2020

Satpal Sidhu  
Whatcom County  
311 Grand Avenue, Suite 108  
Bellingham, WA 98225-4082

Re: Whatcom Water Alliance Enhanced Program

Dear Executive Sidhu:

On behalf of the Lake Whatcom Water and Sewer District (District) Board of Commissioners, please accept this letter in support of the Enhanced Whatcom Water Alliance plan and implementation strategy. This plan, developed by the Whatcom Conservation District, is a comprehensive water use efficiency program which will serve all residents of Whatcom County. The District values regional collaboration, and recognizes that regular coordination, collaboration, and communication will improve management of local and regional water resources.

The program proposal builds on the existing Whatcom Water Alliance (WWA), a regional water conservation group comprised of municipalities and public water utilities in Whatcom County that has been successfully collaborating since 2008. From the beginning, the goal of the WWA has been to promote water conservation by coordinating public information efforts and related activities. The State Department of Health's Water Use Efficiency Rule views regional collaboration with other utilities as a cost-effective approach to water conservation.

The goals of the Enhanced Whatcom Water Alliance are to:

- Improve coordination, collaboration and communication among public water utilities in Whatcom County to achieve greater efficiency and effectiveness in delivering retail water services
- Promote common water conservation messaging to enhance the effectiveness of outreach strategies in reaching the broadest possible audience through robust and diverse communication outlets
- Build a unified and comprehensive website, multi-media library, and data portal
- Deliver standard-driven water use efficiency curriculum to all school districts in Whatcom County
- Offer water use efficiency rebates and decision support tools to all residents of Whatcom County

Satpal Sidhu  
September 9, 2020  
Page 2

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The District understands the growing importance of effective management of precious water resources and commits to supporting the Enhanced WWA program and are truly appreciates the foundational support of Whatcom County as a leader in water conservation.

Sincerely,

Lake Whatcom Water and Sewer District

Justin L. Clary  
General Manager


cc: Aneka Sweeney, Whatcom Conservation District





**AGENDA  
BILL  
Item 9.A**

**General Manager's  
Report**

|                            |  |  |  |
|----------------------------|--|--|--|
| DATE SUBMITTED:            | September 3, 2020  | MEETING DATE:  | September 9, 2020  |
| TO: BOARD OF COMMISSIONERS | FROM: Justin Clary, General Manager  |  |  |
| GENERAL MANAGER APPROVAL   |  |  |  |
| ATTACHED DOCUMENTS         | 1. General Manager's Report  |  |  |
| TYPE OF ACTION REQUESTED   | RESOLUTION<br><input type="checkbox"/>   | FORMAL ACTION/<br>MOTION<br><input type="checkbox"/> | INFORMATIONAL<br>/OTHER<br><input checked="" type="checkbox"/> |

**BACKGROUND / EXPLANATION OF IMPACT**

Updated information from the General Manager in advance of the Board meeting.

**FISCAL IMPACT**

None.

**RECOMMENDED BOARD ACTION**

None required.

**PROPOSED MOTION**

None.



## LAKE WHATCOM WATER AND SEWER DISTRICT

### General Manager's Report

#### Upcoming Dates & Announcements

Regular Meeting – Wednesday, September 9, 2020 – 6:30 p.m.

#### Important Upcoming Dates (Note—all meetings are tentative due to COVID-19)

| Lake Whatcom Water & Sewer District                    |                           |            |   |
|--|---------------------------|------------|---|
| Regular Board Meeting                                  | Wed Sep 30, 2020          | 8:00 a.m.  | Remote Attendance                                       |
| Employee Staff Meeting                                 | Thu Sep 10, 2020          | 8:00 a.m.  | Remote Attendance<br>Commissioner Carter to attend      |
| Investment Comm. Meeting                               | Wed Oct 28, 2020          | 10:00 a.m. | Remote Attendance                                       |
| Safety Committee Meeting                               | Wed Sep 16, 2020          | 8:00 a.m.  | Remote Attendance                                       |
| Lake Whatcom Management Program                        |                           |            |   |
| Data Group Meeting                                     | Thu Sep 10, 2020          | 9:00 a.m.  | Remote Attendance                                       |
| Policy Group Meeting                                   | Wed Sep 23, 2020          | 3:00 p.m.  | Remote Attendance                                       |
| Joint Councils Meeting                                 | 2020 Meeting<br>Cancelled | -          | -   |
| Other Meetings   |                           |            |   |
| WASWD Section III Meeting                              | Tue Oct 13, 2020          | 7:00 p.m.  | Remote Attendance                                       |
| Whatcom Water Districts<br>Caucus Meeting              | Wed Sep 16, 2020          | 1:00 p.m.  | Remote Attendance                                       |
| Whatcom County Council of<br>Governments Board Meeting | Wed Oct 14, 2020          | 3:00 p.m.  | Council of Governments Offices<br>314 E Champion Street |

#### Committee Meeting Reports

##### Safety Committee:

- No committee meeting has been held since last board meeting.

##### Investment Committee:

- No committee meeting has been held since last board meeting.

#### Upcoming Important Board Meeting Topics

- Sudden Valley Water Treatment Plant Alternative Analysis
- Lake Whatcom Boulevard Sewer Interceptor Near-term Maintenance
- 2021 Budget Development

#### 2020 Initiatives Status

##### Administration and Operations

###### Level-of-Service Analysis

- Facilitate Board development of level-of-service standards for District operations.

*The initial step in completing the Effective Utility Management process is to conduct a self-assessment at varying levels of the organization, which was completed by the board, management team and staff. Results were presented during the August 26 board meeting.*

#### Six-Year Business Plan

- Develop department-specific business plans that define staffing, facility, and equipment needs necessary to meet level-of-service standards over the six-year planning horizon.  
*The management team has initiated plan development taking into consideration the results of the Effective Utility Management self-assessment.*

#### Rate Study

- Conduct rate study for the water and sewer utilities for the five-year planning horizon.  
*A request for proposals was issued on September 1; proposals are due September 30.*

#### Biennial Budget

- Facilitate Board consideration of shifting from an annual to a biennial budget.  
*The board discussed the pros and cons of operating under a biennial budget during the August 26 board meeting.*

#### Bond Rating Review

- Pursue a higher bond rating.  
*Staff plans to complete in fall.*

#### Staffing Succession Plan

- Develop a staffing succession plan to address anticipated retirements over the next five years.  
*The plan was submitted to the board on August 21.*

#### Job Description Review

- Update all District job descriptions that have not been revised in the last three years.  
*Review of job descriptions has been broken into departments and the management team.  
Review of management team job descriptions are complete, and review of Finance and Engineering department descriptions is underway.*

### **Emergency Response/System Security**

#### Risk and Resilience Assessment

- Develop an America's Water Infrastructure Act-compliant Risk and Resilience Assessment.  
*Plan is under development with assistance from the Whatcom County Sheriff's Office under the District's interlocal agreement for emergency planning services.*

#### Cybersecurity Assessment

- Conduct a cybersecurity assessment of the District's IT infrastructure.  
*Through the District's insurance provider, implemented ongoing staff/board cybersecurity training platform in November 2019.  
As part of the AWIA Risk and Resilience Assessment, staff have begun mapping the District's IT system.*

#### Emergency Vendor Contracts

- Pursue contracts with applicable vendors for on-call contracts, including contracts for support during periods of emergency response.  
*A public works contract template specific to unit-priced contracting has been developed.*

## Community/Public Relations

### General

- Website  
*The District's web content is being updated on a regular basis, including regular posts specific to District operations in response to the COVID-19 pandemic.*
- Social Media  
*Posts are being made to District Facebook and LinkedIn pages regularly; Nextdoor is regularly monitored for District-related posts.*
- Press Releases  
*Press releases were issued on March 16, 18, 20, and 25 specific to District operations relative to the COVID-19 pandemic. A press release recognizing Drinking Water Week was issued on May 5, and one summarizing the results of the District's 2018-19 audit was issued May 20.*

### Intergovernmental Relations

- *J. Clary attended a WASWD general managers' meeting on August 31*
- *At the request of the WASWD executive director, J. Clary attended WASWD Government Relations committee meeting on August 13*
- *J. Clary met with Northshore Utility District and Sammamish Plateau Water District general managers on September 2 to prepare for WASWD fall conference presentation*
- *J. Clary continues to lead WASWD efforts in the statewide Updating Washington's Growth Policy Framework process*
- *J. Clary scheduled to attend the WASWD Section III meeting on September 8*

### EnviroStars Certification

- Gain EnviroStars Green Business certification.  
*The District has completed 11 of 20 required core measures and earned a total of 205 points (core and elective measures) in the certification process. Once all core measures are complete, the District will be certified at the Tier 1-Leader level (300 points are required for Tier 2-Partner).*

## Lake Whatcom Water Quality

### Management Program

- Attend meetings of Lake Whatcom Management Program partners.  
*A Data Group Team meeting is scheduled for September 10.*

### Onsite Septic System Impact Assessment

- Lead effort in water quality monitoring to assess the impacts of septic systems on the lake.  
*Herrera is incorporating city/county/district comments on the draft findings report. A presentation of the results will be provided during the September 9 board meeting and September 23 Lake Whatcom Management Program policy group meeting.*

### Onsite Septic System Conversion Program

- Pursue connection of septic-served parcels within 200 feet of District sewer system.  
*Of the three properties noticed in 2019, two have connected (January 7 and July 2); owners of the remaining property have been in contact with the District. Based upon Board authorization, that property has until August 2021 to connect.  
A white paper to facilitate analysis of the District's septic conversion policy was issued to the Board on April 9; during its meeting on July 29, the Board elected not to revise the program.*